**CURRICULUM VITAE**

**PERSONAL INFORMATION**

Name : HILARY MUIRURI

Email: akademixs247@gmail.com

Language proficiency: English & Swahili

***VISION STATEMENT***

*To be a competent and dedicated servant of all and sundry, notably the organization*

*for whose objectives/goals we pursue to achievement.*

*To perform and implement duties delegated to me without impropriety*.

 **EDUCATION AND PROFESSIONAL BACKGROUND**

**ACADEMIC STUDIES**

 I am currently pursuing my **Ph.D. studies** at the University of Nairobi

**MBA (Finance)** - **University of Nairobi**.

 **B/Ed (Math & Economics) – Moi University.**

**PROFESSIONAL STUDIES.**

**I am a Certified Public Accountant, CPA.**

 **I have certifications in**

* **Certified Translator (ATA)**
* **Dip in Web and Software Development**
* **Professional Member of the Society for Editors and Proofreaders (SfEP)**
* **Certified Professional Resume Writer (CPRW)**
* **Certified Master Resume Writer (CMRW) and**

**Academic Writing Proficiency**

* **American Psychologist Association (APA)**
* **The Chicago Manual of Style, 15th or 16th Edition**
* **AP Style**
* **Modern Language Association (MLA)**
* **Harvard**

 **WORK EXPERIENCE**

 Year Organization Nature of Work Role

**2022 - I am currently looking for an organization that could offer me an opportunity**

**2021 - Tranlatorsbase ---** Translating documents from one language **Translator**

 to another.

**2020** -- **Unbabel**  -----Translating documents from one language **Translator**

 to another.

**2018-2020- Cactus Global –** proofreading and copy rewriting work for **Proofreader/Copy Editor**

 academic, business, book, and substantive copy-editing

 service.

**2018-2018 - Edit Fast-** In-depthediting and proofreading of **Freelance Proofreader/Copy Editor**

Essays, theses, dissertations other types of academic and scholarly papers, including peer-reviewed journals and research proposals

**2016-2017- The Ultimate Proofreader –** In-depthediting and proof **Proofreader/Copy Editor**

reading of essays, theses, dissertations other types of academic and scholarly papers, including peer-reviewed journals and research proposals

**2016-2016- Translatorsbase -** Translation of documents (proposals, resumes, etc.) **Translator**

**2015 to 2015 iTutorGroup** Taught, Finance, Accounting, Business Studies, **Online Tutor**

 Economics & other Subjects

**2014-2015 Study.com** Online Tutoring & Reviewing Students’ Writing **Writing Reviewer**

 Submissions in Math, Finance, Accounting,

 Business Studies and Economics

**2013- 2014 Gengo**  Translation of highly sensitive company files **Writer**

**2014 -2014 HomeworkMarket.com** Formatting custom papers in Math, Finance**, Writer**

English, Accounting, Business Studies in APA, MLA & CMS**.**

**2013-2013 Gramlee -** Proofreading and editing academic papers for students

**2012 to 2013** **The ABC Proofreading** Wrote & formatted Custom papers, Thesis & **Writer**

Dissertations in APA, MLA, & others

**2012-2012 The Proofessor** I proofread documents ranging from **Copy Editor/ Proofreader**

Books, dissertations, theses, Assignments

 and Legal documents. For academic documents, I deal

 with Accounting, Finance , Business management, and Economics

**2011-2012 Global College of Accountancy-**taught Accounting and Finance **Lecturer**

**2009- 2010 AMV** - Creating engaging content for a variety of different niches. **Copy Editor**

I actually served as a publicist for AMV via my content

**Sep’08- Dec ‘08 Guru Nanak High School** Taught Accounting & Economics **Teacher**

under the IGCSE system

**Sept2007- July ’08 Brooklyn International School** Taught Math & Economics **Teacher**

under the IGCSE system **July2004-JUL’07 St. Joseph High School** Taught Math & Economics **Graduate Teacher I.**

**Sep97-June04 Kiriti High School** Taught Math & Economics **Graduate Teacher I**

**Sectors of Future Career Aspirations**

 - **Online Tutoring/ Editing Agencies.**

 I am passionate about imparting positive changes in a student’s personal and educational development. An advocate of Blooms Taxonomy, I aim at facilitating the realization of dreams for a student. I interact, where necessary, with clients freely. I have witnessed tremendous results from this rapport in my teaching career.